

Fundamentals of Grants Management Workshop



FEMA

Grantees in FEMA Eastern, Central, and Western Regions

Registration is now open for the 2011 *Fundamentals of Grants Management Workshops*!

FEMA, in partnership with the National Criminal Justice Association (NCJA) will conduct the 6th Annual *Fundamentals of Grants Management Workshop Series* for grantees currently receiving FEMA funding. The workshops, part of the Grants Management Technical Assistance (GMTA) Program, are designed to enhance grantees' ability to administer FEMA grant funding.

Workshops are designed for:

- Current FEMA grantees
- Direct recipients of FEMA funding
- Subrecipients of FEMA funding
- Individuals with limited FEMA grants management experience

Workshops will be held in the following locations:

- May 10-12 in Philadelphia, Pennsylvania
- June 7-9 in Seattle, Washington
- August 2-4 in Chicago, Illinois

Registration is now open for Philadelphia, Seattle, and Chicago!

To register:

1. Please visit <http://www.femagmta.com>
2. In order to enter the website, review workshop details and register to participate, you will need to enter a **location specific** login username and password:

PHILADELPHIA Workshop:

Login Username: philly
Password: philly2011

SEATTLE Workshop:

Login Username: seattle
Password: seattle2011

CHICAGO Workshop:

Login Username: chicago
Password: chicago2011

(*Both the username and password are case sensitive, **please use all lowercase letter.**)

Philadelphia Hotel Information

The Philadelphia workshop will be held at The Curtis Center in downtown Philadelphia. There are several hotels located near the workshop location. A block of rooms at The Embassy Suites Philadelphia Center City is available for workshop participants.

The deadline to reserve your room and receive the group rate is **March 26, 2011**. It is not required that participants stay at this hotel; there are many hotel accommodations close to the workshop location. For more information please visit the website <http://www.femagmta.com>

Organizations are strongly encouraged to attend as teams comprised of the policy, program and financial grants management disciplines. Please check with your Program Manager to see if travel costs for this training are an allowable Management and Administrative cost.

For other questions about the Workshops or Grants Management Technical Assistance please contact FEMA's Grant Programs Directorate - Training Branch at (202) 786-9784 / FEMA-GPD-Training@fema.gov